

**College of Lake County
Community College District No. 532
Tuesday, October 28, 2025, 5:00 PM**

BOARD OF TRUSTEES MEETING

The Board of Trustees of Community College District No. 532, Lake County, Illinois, will convene a Board of Trustees Meeting on Tuesday, October 28, 2025, at 5:00 PM, in Lakeshore Campus Student Center, Eleanor Murkey Community Center, 5th Floor, 34 N. Sheridan Road, Waukegan, IL 60085. Virtual meeting access is available via YouTube live stream at: <https://youtube.com/live/ZDsFXsxJfdQ?feature=share>, and the agenda is posted on the [College of Lake County](#) website.

Members of the public will be offered an opportunity to address the board during the public comment portion of the meeting. **Board Policy 124.1, Public Participation**, which can be found in the [College of Lake County Policy Manual](#), sets forth the College's guidelines for public comment. Members of the public who wish to address the Board in person must provide their name via email to president@clcillinois.edu by 3:00 p.m. on Tuesday, October 28, 2025. Individuals will be called to the podium when it is their time to address the Board.

AGENDA

1. **Call to Order and Roll Call**
2. **Approval of the Agenda**
3. **Receipt of Notices, Communications, Hearings and Petitions**
4. **Reports**
 - 4.1. Chair's Report
 - 4.2. Student Trustee's Report
 - 4.3. President's Report
 - 4.3.1. Lakeshore Campus Report
5. **Consent Agenda (Action Items)**
 - 5.1. Approval of the Minutes
 - 5.1.1. Regular Meeting Minutes of September 23, 2025
 - 5.1.2. Closed Meeting Minutes of September 23, 2025
 - 5.2. Financial
 - 5.2.1. Approving Reimbursement of Business-Related Travel Expenses
None
 - 5.2.2. Approving and Ratifying Bills, Authorizing Budget Transfers 4

and Accepting the Monthly Financial Report

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Agenda for Board of Trustees Meeting of Tuesday, October 28, 2025

Revised - First Reading

7. **New Business (Action Items)**
8. **Executive Session (Closed)**
9. **Other Matters for Information or Discussion**
10. **Adjournment**

5. CONSENT AGENDA 2. FINANCIAL

5.2.2. RESOLUTION FOR APPROVING AND RATIFYING BILLS, AUTHORIZING BUDGET TRANSFERS AND ACCEPTING THE MONTHLY FINANCIAL REPORT

Lead Staff: James Beckom, Interim Vice President of Business Services and Finance

WHEREAS, the list of bills has been provided to the Board of Trustees in accordance with the College of Lake County Policy 713 – Approval of Bills for Payment; and

WHEREAS, budget transfers in the amount of \$169,865.00 are recommended to the Fiscal Year 2026 Budget are attached hereto;

NOW BE IT RESOLVED that the Board of Trustees approves the bills provided under separate cover and approves/ratifies and authorizes the Treasurer to make budget transfers in the amount of \$169,865.00.

PASSED this 28th day of October 2025 by the Board of Trustees, College of Lake County, Community College District No. 532, Grayslake, Illinois.

Recommendation: Adopt the resolution Approving and Ratifying Bills, Authorizing Budget Transfers and Accepting the Monthly Financial Report.

5. CONSENT AGENDA 2. FINANCIAL

5.2.2 RESOLUTION APPROVING AND RATIFYING BILLS, AND AUTHORIZING BUDGET TRANSFERS (CONTINUE)

FY 26 BUDGET TRANSFERS

	<u>Ledger Account No.</u>	<u>Department</u>	<u>Spend Category</u>	<u>Increase Budget</u>	<u>Decrease Budget</u>	<u>Reason</u>
1)	5640	Core Systems & Infrastructure	Telephone	\$ 51,000.00		Comcast Bills
	5340	Core Systems & Infrastructure	Computer Software Maintenance		\$ 26,000.00	
	5340	Core Systems & Infrastructure	Computer Hardware Maintenance		\$ 25,000.00	
2)	5360	Athletic Administration	Other Contractual Services	\$ 29,160.00		Event Workers
	5100	Athletic Administration	Other Pay		\$ 29,160.00	
3)	5360	Finance	Office Services	\$ 37,200.00		Includes Temp Workers
	5310	Finance	Consultants	\$ 2,505.00		
	5100	Finance	Staff-Full Time Specialist		\$ 36,000.00	
	5500	Finance	Travel		\$ 3,705.00	
4)	7100	Community Workforce Partnerships	Transfers Out	\$ 50,000.00		Account Alignment
	5460	Community Workforce Partnerships	Publications & Dues		\$ 50,000.00	
TOTAL TRANSFERS - ALL FUNDS				<u>\$ 169,865.00</u>	<u>\$ 169,865.00</u>	

5. CONSENT AGENDA 2. FINANCIAL

Operating Funds
Financial Highlights

REVENUE: The revenues in the operating funds reflect 11.8 percent of budgeted revenues through August 2025. At the end of August 2024, the College had received 12.9 percent of the amount budgeted.

As of August 31, 2025, the College had received revenues equal to \$4.73 million in FY2026 for local taxes. Local tax revenue is budgeted at \$88.5 million for Fiscal Year 2026.

Also, as of August 31, 2025, student enrollment reflected 26.6 percent of the tuition revenue. At the end of August 2024, the College had received 28.3 percent of the amount budgeted. The timing of when students enroll impacts when tuition revenue is recorded.

EXPENDITURES: The expenditures in the operating funds as of August 31, 2025, reflect 16.3 percent of budgeted expenditures for the year. In comparison, as of August 31, 2024, the College had expended 13.1 percent of the amount budgeted. The College is trending on track with the FY2026 budget plan.



Monthly Financial Report

FOR THE MONTH ENDED

August 31, 2025

5. CONSENT AGENDA 2. FINANCIAL

**Education Fund
Balance Sheet - Fund 01
As of August 31, 2025**

ASSETS

<u>CASH</u>	
Cash In Bank	2,723,100
Change Funds	8,800
<u>INVESTMENTS</u>	
Other Investments	31,139,857
<u>RECEIVABLES</u>	
Allowance Uncollectible Taxes	(326,536)
Student Tuition Receivable	17,619,722
Allowance for Uncollectable Tuition	(8,142,393)
Vendor Receivables	564,926
<u>INTER-FUND</u>	3,803,469
<u>PREPAID EXPENSES</u>	
Prepaid Expenses	81,383
TOTAL ASSETS	<u><u>47,472,329</u></u>

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable 5,768,121

ACCRUED EXPENSES

Accrued Expense 1,131,697

DEFERRED REVENUES

Total Tuition & Fees 3,344,229

Miscellaneous Deferred Revenues 673,222

OTHER LIABILITIES

Other Liabilities 1,009,187

Vacation Accrual 3,460,231

TOTAL LIABILITIES 15,386,686

FUND BALANCE

Fund Balance 32,085,642

TOTAL FUND BALANCE 32,085,642

TOTAL LIABILITIES & FUND BALANCE 47,472,329

RECONCILIATION

BEGINNING FUND BALANCE 36,059,514

ADD: REVENUE 14,779,856

LESS: EXPENDITURES (18,659,441)

OPERATING TRANSFERS (94,286)

ENDING FUND BALANCE 32,085,642

College of Lake County
CLC_Comparison_Fund_01
Statement of Changes in Fund Balance
Month Ending: August 31, 2025

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>INCOME</u>				
Current Taxes	3,708,702	25.09%	3,466,484	21.88%
CPPRT Corp Pers Prop Repl Tax	47,756	0.32%	75,930	0.48%
ICCB Credit Hour Grants	1,259,977	8.52%	1,932,079	12.20%
Vocational Education	0	0.00%	321,548	2.03%
Tuition	6,865,884	46.45%	6,929,702	43.75%
Graduation Fees	62,369	0.42%	0	0.00%
Transcript Fees	20,738	0.14%	22,003	0.14%
On-line Course Fee	0	0.00%	(618)	0.00%
Laboratory Fees	48,212	0.33%	124,908	0.79%
Payment Plan Enrollment Fee	0	0.00%	9,235	0.06%
Credit By Exam Fees	0	0.00%	100	0.00%
Comprehensive Fees	1,507,536	10.20%	1,558,256	9.84%
Gain(Loss) on Investment	243,363	1.65%	368,873	2.33%
Other Interest	562,158	3.80%	1,024,907	6.47%
Library Fines	184	0.00%	124	0.00%
Miscellaneous Revenue	452,976	3.06%	(29,911)	-0.19%
Over Short	0	0.00%	36,990	0.23%
Total Income	14,779,856	100%	15,840,610	100%

5. CONSENT AGENDA 2. FINANCIAL

<u>EXPENDITURES</u>				
Salaries	13,879,762	74.38%	10,808,190	75.71%
Employee Benefits	2,832,022	15.18%	1,849,829	12.96%
Contractual Services	1,318,162	7.06%	969,175	6.79%
General Material & Supplies	271,295	1.45%	452,269	3.17%
Travel/Conference Meeting Exp	76,856	0.41%	47,760	0.33%
Fixed Charges	7,042	0.04%	0	0.00%
Utilities	4,649	0.02%	7,276	0.05%
Building Maintenance	40,489	0.22%	0	0.00%
Capital Outlay	0	0.00%	906	0.01%
Other Expenditures	229,163	1.23%	140,202	0.98%
Total Expense	18,659,441	100%	14,275,606	100%
Beginning Fund Balance	36,059,514		37,351,411	
Add: Revenues	14,779,856		15,840,610	
Less: Expenses	(18,659,441)		(14,275,606)	
Operating Transfers	(94,286)		(101,991)	
Ending Fund Balance	32,085,642		38,814,424	

5. CONSENT AGENDA 2. FINANCIAL

**Maintenance Fund
Balance Sheet - Fund 02
As of August 31, 2025**

ASSETS

CASH

INVESTMENTS

Other Investments	12,050,546
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RECEIVABLES

Allowance Uncollectible Taxes	(82,650)
Vendor Receivables	3,852

INTER-FUND

(5,689,763)

PREPAID EXPENSES

Prepaid Expenses	281,209
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TOTAL ASSETS

6,563,194

5. CONSENT AGENDA 2. FINANCIAL

LIABILITIES AND FUND BALANCE

LIABILITIES

ACCOUNTS PAYABLE

Accounts Payable 654,114

ACCRUED EXPENSES

Accrued Expense (26,998)

TOTAL LIABILITIES 627,116

FUND BALANCE

Fund Balance 5,936,078

TOTAL FUND BALANCE 5,936,078

TOTAL LIABILITIES & FUND BALANCE 6,563,194

RECONCILIATION

BEGINNING FUND BALANCE 7,079,430

ADD: REVENUE 971,567

LESS: EXPENDITURES (2,114,920)

ENDING FUND BALANCE 5,936,078

College of Lake County
CLC_Comparison_Fund_02
Statement of Changes in Fund Balance
Month Ending: August 31, 2025

	<u>Year to Date</u>		<u>Prior Year to Date</u>	
	<u>Actual</u>	<u>Percent</u>	<u>Actual</u>	<u>Percent</u>
<u>INCOME</u>				
Current Taxes	971,567	100.00%	910,126	99.85%
Building Rentals	0	0.00%	1,400	0.15%
Total Income	971,567	100%	911,526	100%
<u>EXPENDITURES</u>				
Salaries	890,327	42.10%	698,980	38.63%
Employee Benefits	237,362	11.22%	222,249	12.28%
Contractual Services	136,154	6.44%	94,154	5.20%
General Material & Supplies	93,309	4.41%	77,604	4.29%
Travel/Conference Meeting Exp	589	0.03%	5,141	0.28%
Fixed Charges	108,285	5.12%	626,542	34.63%
Utilities	645,895	30.54%	50,469	2.79%
Capital Outlay	2,756	0.13%	34,963	1.93%
Other Expenditures	243	0.01%	(869)	-0.05%
Total Expense	2,114,920	100%	1,809,232	100%
Beginning Fund Balance	7,079,430		6,400,874	
Add: Revenues	971,567		911,526	
Less: Expenses	(2,114,920)		(1,809,232)	
Ending Fund Balance	5,936,078		5,503,167	

5. CONSENT AGENDA 3. PURCHASING

5.3.1. AUTOMOTIVE TECHNOLOGY AND COLLISION REPAIR ELECTRIC VEHICLE

Lead Staff: Miguel Mireles, Dean of Engineering, Math and Physical Sciences Division

Funding Source: Rev Up 3 Grant

Funding Request: \$40,000.00

Vendor	Amount
Kunes Auto Group	\$40,000.00

Explanation of Purchase: This purchase is for one previously owned electric truck that will serve as instructional equipment for both the Automotive Technology and Automotive Collision Repair programs.

Pursuant to 110 ILCS 805/3-27.1 (i) purchases of equipment previously owned by some entity other than the district itself are exempt from the competitive bidding process.

Recommendation: Approve the purchase of one previously owned electric truck from Kunes Auto Group of Antioch, IL in a not-to-exceed amount of \$40,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.2. AMATROL TRAINERS (EQUIPMENT)

Lead Staff: Ali O'Brien, Vice President of Community & Workforce Partnerships

Funding Source: FY26 ICCB Noncredit Workforce Training Grant

Funding Request: \$66,288.00

Vendor	Amount
Moss Enterprises	\$66,288.00

Explanation of Purchase: This purchase is for five Amatrol Trainers (equipment) to support Industrial Technology curriculum and to prepare students for Smart Automation Certification Alliance (SACA) certification. The trainers will increase capacity for incumbent worker training being conducted for local employers.

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software or services and telecommunications and inter-connect equipment, software, and services are exempt from the competitive bidding process.

Recommendation: Approve a purchase from Moss Enterprises of Johnston, IA in a not-to-exceed amount of \$66,288.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.3. SMART SENSOR TRAINERS

Lead Staff: Miguel Mireles, Dean of Engineering, Math and Physical Sciences Division

Funding Source: FY26 budget

Funding Request: \$68,500.00

Vendor	Amount
Moss Enterprises	\$68,500.00

Explanation of Purchase: This purchase is for smart sensors and the manufacturing Internet of Things (IoT) for the Automation, Robotics, and Mechatronics department, providing students with hands-on experience using industry-standard technology.

Pursuant to 110 ILCS 805/3-27.1 (f), purchases and contracts for the use, purchase, delivery, movement or installation of data processing equipment, software or services and telecommunications and inter-connect equipment, software, and services are exempt from the competitive bidding process;

and

110 ILCS 805/3-27.1 (l), contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph; and

Recommendation: Approve a purchase from Moss Enterprises of Johnston, IA in a not-to-exceed amount of \$68,500.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.4. NATIONAL SCIENCE FOUNDATION (NSF) S-STEM BUILDING TRANSITIONS GRANT EVALUATION SERVICES

Lead Staff: Miguel Mireles, Dean, Engineering, Math and Physical Sciences Division

Funding Source: NSF S-STEM Building Transitions Grant

Funding Request: \$90,000.00

Vendor	Amount
MN Associates, Inc.	\$90,000.00

Explanation of Purchase: This agreement supports the six-year external evaluation of the NSF S-STEM Building Transitions Grant, a required component to ensure federal compliance. The evaluator will conduct annual formative and summative assessments to measure progress, analyze data, and confirm alignment with NSF goals. This process ensures accountability, transparency, and continuous improvement throughout the grant’s duration.

Pursuant to 110 ILCS 805/3-27.1 (a), contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part, are exempt from the competitive bidding process.

Recommendation: Approve a purchase through September 30, 2031 with MN Associates, Inc. of Fairfax, VA in a not-to-exceed amount of \$90,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.5. PATIENT SIMULATION MANIKINS

Lead Staff: Jeet Saini, Dean, Biological and Health Sciences Division

Funding Source: FY26 Perkins Grant and FY26 budget

Funding Request: \$97,667.44

Vendor	Amount
Laerdal Medical Corporation	\$97,667.44

Explanation of Purchase: This purchase is for two patient simulation, high-fidelity manikins with pre-programmed patient scenarios to support students in the Nursing program and provide hands-on training in pediatrics and obstetrics. These manikins are covered under the existing service contract with Laerdal Medical Corporation.

Pursuant to 110 ILCS 805/3-27.1 (I) contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph are exempt from the competitive bidding process.

Recommendation: Approve a purchase from Laerdal Medical Corporation of Wappingers Falls, NY in a not-to-exceed amount of \$ 97,667.44.

5. CONSENT AGENDA 3. PURCHASING

5.3.6. GRAYSLAKE CAMPUS DEADBOLT LOCK REPLACEMENT CHANGE ORDER

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY23 surplus

Funding Request: \$6,365.00

Vendor	Amount
Manusos General Contracting, Inc. (change orders)	\$6,365.00

Explanation of Purchase: This purchase is to fund two change orders for the deadbolt lock replacement safety project that was substantially completed earlier this calendar year and was pending two additional doors not in the original project scope. The change orders increase the total vendor cost to \$120,766.00, of which \$114,401.00 was previously approved in August 2024.

Recommendation: Approve two change orders from Manusos General Contracting, Inc. of Fox Lake, IL totaling \$6,365.00 for a total project not-to-exceed amount of \$120,766.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.7. GRAYSLAKE CAMPUS E-BUILDING BOILER REPLACEMENT

Lead Staff: Mahsa Karamy, Executive Director, Business Operations

Funding Source: FY26 budget

Funding Request: \$194,386.94

Bids	Amount
Kraemer Contracting Group, Inc. (Recommended)	\$176,715.40
Autumn Construction Services	\$236,200.00
Voris Mechanical, Inc.	\$261,900.00
F.E. Moran, Inc.	\$278,506.00
Helm Mechanical	\$303,800.00
Kroeschell Engineering	\$317,354.00
Hill Mechanical Corp.	\$451,387.00

Explanation of Purchase: This purchase is to replace two existing boilers in the E-Building. The existing boilers are undersized for the space they service and well beyond their useful life.

Recommendation: Approve a contract with Kraemer Contracting Group, Inc of Bensenville, IL for \$176,715.40 plus a 10% contingency of \$17,671.54 for a total not-to-exceed amount of \$194,386.94.

5. CONSENT AGENDA 3. PURCHASING

5.3.8. AFTER-HOURS HELP DESK SUPPORT SERVICES

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY26 budget

Funding Request: \$45,977.64

Vendor	Amount
Campus Consortium	\$45,977.64

Explanation of Purchase: This purchase is for the continuation of after-hours Blackbelt Help Desk support services for students, faculty and staff.

Pursuant to 110 ILCS 805/3-27.1 a), contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part are exempt from the competitive bidding process.

Recommendation: Approve a subscription through August 31, 2028, with Campus Consortium of Miami, FL in a total not to exceed amount of \$45,977.64.

5. CONSENT AGENDA 3. PURCHASING

5.3.9. WEBSITE TECHNICAL SUPPORT SERVICES

Lead Staff: Allison Porterfield-Woods, Chief Information Officer

Funding Source: FY26 budget

Funding Request: \$76,000.00

Vendor	Amount
MarksNelson, LLC	\$76,000.00

Explanation of Purchase: This purchase is a continuation of an existing contract for technical support of the public website and student portal.

Pursuant to 110 ILCS 805/3-27.1 (a), contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part are exempt from the competitive bidding process.

Recommendation: Approve a contract through June 30, 2026, with MarksNelson, LLC of Overland Park, KS in a not-to-exceed amount of \$76,000.00.

5. CONSENT AGENDA 3. PURCHASING

5.3.10. MICROSOFT SOFTWARE

Lead Staff: Allison Porterfield-Woods, Chief Information Officer, Information Technology

Funding Source: FY26 budget

Funding Request: \$182,977.94

Vendor	Amount
CDW-Government	\$182,977.94

Explanation of Purchase: This purchase is for Enterprise Microsoft Software access for staff, faculty and students.

Pursuant to 110 ILCS 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services are exempt from the competitive bidding process.

Recommendation: Approve a subscription through October 30, 2026, with CDW-Government of Chicago, IL in a not-to-exceed amount of \$182,977.94.

5. CONSENT AGENDA 3. PURCHASING

5.3.11. VMWARE SOFTWARE

Lead Staff: Allison Porterfield-Woods, Chief Information Officer, Information Technology

Funding Source: FY26 budget

Funding Request: \$176,965.47

Vendor	Amount
CDW-Government	\$176,965.47

Explanation of Purchase: This purchase is for VMware’s hypervisor platform that allows for more efficient and consolidated data center operations.

Pursuant to 110 ILCS 805/3-27.1 (f) purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services are exempt from the competitive bidding process.

Recommendation: Approve a subscription through October 30, 2026 with CDW-Government of Chicago, IL in a not-to-exceed amount of \$176,965.47.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.1. NEW HIRES

	Employee Name	Proposed Job Family, Position Number, Title Department	Effective Date	Contract Dates
1	Phillips-Bon, Courtnee	Professional Position Number: 1705 Therapist and Outreach Coordinator, Counseling and Psychological Services	10/27/2025	10/27/2025- 6/30/2026
2	Novick, Josh	Professional Position Number: 1683 Therapist, Counseling and Psychological Services	11/10/2025	11/10/2025- 6/30/2026
Recommendation: Approve the above full-time employment.				

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.2. AUTHORIZATION TO HIRE

Administration is requesting authorization to make offer of full-time employment and set the start date prior to the November 18, 2025, Board meeting. The proposed approval is as follows:

	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Administrator Position Number: 1455 Director P-20 Educational Partnerships Community and Workforce Partnerships	TBD	TBD

Recommendation: Approve authorization to make an offer of full-time employment for the above position, subject to Board approval of the employment contract at the November 18, 2025 Board meeting.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.3. PERSONNEL AND POSITION CHANGES

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Proposed Job Classification, Position Number, Position Title, Department	Current Job Grade, FLSA	Proposed Job Grade, FLSA	Effective Date	Contract Dates
Administration recommends the following position changes for Lakeshore Campus Operations to increase operational efficiencies. The proposed changes are funded within the FY26 budget.								
1	Job Grade, Job Title	Vacant	Part-time Classified Position Number: 1219 Office Assistant, Lakeshore Campus	Part-time Classified Position Number: 1219 Office Associate, Lakeshore Campus	A11 Non-exempt	B21 Non-exempt	11/10/2025	N/A
2	Job Grade, Job Title, Promotion	Jones, Renee	Part-time Classified Position Number: 0250 Office Assistant, Lakeshore Campus	Part-time Classified Position Number: 0250 Office Associate, Lakeshore Campus	A11 Non-exempt	B21 Non-exempt	11/10/2025	N/A
Administration recommends the following position changes for Biological and Health Sciences to align staff resources to academic division needs. The proposed changes are funded within the FY26 budget.								
3	Job Grade, Job Title, Status, Promotion	Lueder, Andy	Part-time Specialist Position Number: 1934 Laboratory Specialist, Biological and Health Sciences	Full-time Specialist Position Number: 1934 Laboratory Specialist, Biological and Health Sciences	B22 Non-exempt	B22 Non-exempt	11/10/2025	11/10/2025- 6/30/2026
4	Position Elimination	Vacant	Part-time Specialist Position Number: 0798 Laboratory Specialist, Biological and Health Sciences	N/A	B22 Non-exempt	N/A	11/10/2025	N/A
Recommendation: Approve the position changes with the effective date noted above.								

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PROBATIONARY PERIOD COMPLETION

The following employees have successfully completed the appropriate probationary period and are recommended for continued employment in the following Board-approved positions, in accordance with Board Policy 611 – Employment Practices and Procedures – Specialist.

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date	Contract Dates
1	Cunny, Kara	Specialist Position Number: 0151 Senior Program Coordinator, Personal and Professional Development	9/12/2025	7/1/2025-6/30/2026
2	Spruill, Shan	Specialist Position Number: 0265 Testing Specialist, Testing Operations	9/12/2025	7/1/2025-6/30/2026

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.4. PROBATIONARY PERIOD COMPLETION (CONTINUED)

The following employee has successfully completed the appropriate probationary period and is being recommended for continued employment in the following Board-appointed position, in accordance with the collective bargaining agreement between the Board and the Illinois Fraternal Order of Police Labor Council.

	Employee Name	Job Family, Position Number, Title, Department	Probation Period Completion Date
1	Fitch, Timothy	Classified-Union Position Number: 0114 Police Officer, Police and Public Safety	9/12/2025

Recommendation: Approve the above full-time employment.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.5. PROMOTIONS

The following employees applied for and were selected for promotions in the Board-approved positions noted below.					
	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Funnye, Justin	Specialist Position Number: 0264 Testing Specialist, Testing Center Lakeshore Campus	Specialist Position Number: 0257 Testing Coordinator, Testing Center Lakeshore Campus	11/10/2025	11/10/2025- 6/30/2026
2	Anguiano, Anais	Classified Position Number: 1831 Office Associate, Facilities Administration	Specialist Position Number: 0698 Planning Specialist, Capital Planning and Sustainability	11/10/2025	11/10/2025- 6/30/2026
Recommendation: Approve the above action.					

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.6. TRANSFERS

The following employee applied for and has been selected for a transfer in the Board-approved position noted below.

	Employee Name	Current Job Family, Position Number, Position Title, Department	Proposed Job Family, Position Number, Position Title, Department	Effective Date	Contract Dates
1	Spruill, Shan	Specialist Position Number: 0265 Testing Specialist, Testing Center Grayslake Campus	Specialist Position Number: 0264 Testing Specialist, Testing Center Lakeshore Campus	11/10/2025	11/10/2025-6/30/2026

Recommendation: Approve the above action.

5. CONSENT AGENDA 4. HUMAN RESOURCES

5.4.7. RESIGNATIONS AND RETIREMENTS

	Reason	Employee Name	Current Job Classification, Position Number, Position Title, Department	Effective Date (Last Day Worked)
1	Resignation	Rios Martinez, Liz	Classified Position Number: 1403 Assistant to the Dean, Southlake Campus	10/8/2025
2	Resignation	Giordani, Tania	Full-time Faculty Position Number: 0400 Instructor, ABE and GED Mathematics	10/15/2025
3	Retirement	Lenz, Steven	Full-time Faculty Position Number: 0541 Instructor, Heating and Air Conditioning Engineering Technology	5/31/2026
4	Retirement	Springer, Raymond	Classified-Union Position Number: 0345 Lead Maintenance Engineer, Maintenance	9/30/2027 Eligible for Benefits Article IX.K and MOU Retirees
5	Retirement	Conley, Christopher	Classified-Union Position Number: 0898 Police Officer, Police and Public Safety	5/17/2028 Eligible for Benefits Article 11.4 and Article 11.5
6	Retirement	Conley, Carlotta	Administrator Position Number: 0319 Director, Children’s Learning Centers	9/30/2028 Eligible for Benefits Policy 925 and 930
7	Retirement	Bravi, Diana	Professional Position Number: 1797 Business Analyst, Finance	8/31/2029 Eligible for Benefits Policy 930
8	Retirement	Hughes, Kristie	Professional Position Number: 1342 Budget and Risk Manager, Finance	8/31/2029 Eligible for Benefits Policy 925 and 930
9	Retirement	Struga, Wiktor	Classified-Union Position Number: 0359 Maintenance Engineer, Maintenance	9/3/2029 Eligible for Benefits Article IX.K and MOU Retirees
Recommendation: Approve the above action.				

5. CONSENT AGENDA 5. CONTRACTS AND GRANTS

5.5.1. ACCEPTANCE OF ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY SMALL BUSINESS DEVELOPMENT CENTER GRANT

Grantor: Illinois Department of Commerce and Economic Opportunity

Amount: \$105,000.00

Period: January 1, 2025 – December 31, 2025

Type: Competitive

Matching Funds: \$105,000.00

Lead Staff: Ali O'Brien, Vice President of Community & Workforce Partnerships

Purpose: Grant funds provide for the College's Small Business Development Center (SBDC) through the end of the calendar year/grant period. The Illinois Department of Commerce and Economic Opportunity (DCEO) originally notified the College that the full award was intended to be \$105,000.00, but with uncertainty in funding, was contractually awarded at 70% of the total estimated award (\$73,500.00). The expectation from DCEO was that in the latter half of the grant year, the rest of the grant would be contractually awarded. The acceptance of these funds reflects this and is for the modification of the total grant award to \$105,000.00.

Recommendation: Accept the Illinois Department of Commerce and Economic Opportunity Small Business Development Center grant in the amount of \$105,000.00.

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.1. POLICY 131 TRUSTEE EMERITUS – REVISED – FIRST READING

In accordance with the Board’s review during its 2025 Board Development Retreat, Policy 131 Trustee Emeritus is being presented as a first reading.

Recommended changes are highlighted in red.

131 TRUSTEE EMERITUS

To recognize the valued service, commitment and contributions of former members of the College of Lake County Board of Trustees, the title of “Trustee Emeritus” may be conferred by majority vote of the Board of Trustees **during a public Board meeting by resolution. A sitting Board member may recommend such status be conferred for upon any retiring Trustee, upon completion of their service, who is in good standing and having served a minimum of three terms (18 years). for whom a sitting Board member has recommended such status be conferred. The conferring of Trustee Emeritus status shall be done at a public Board meeting by resolution.**

Trustee Emeritus status shall entitle the individual to a one-time, Board-paid lifetime membership in the Association of Community College Trustees (ACCT) and the Illinois Community College Trustees Association (ICCTA), provided the individual is eligible for lifetime membership, **and access to a parking permit to park in for** any posted staff parking areas while on campus **and will be recognized in major College publications and the website. Additionally,** those with Trustee Emeritus status shall also be entitled to complimentary access to on-campus events (outside of fundraisers), as well as up to two (2) complimentary tickets to any performances hosted at the James Lumber Center each fiscal year.

Except as expressly provided in this Policy, no other expenses, reimbursements or benefits will be extended to those with Trustee Emeritus status.

The Office of the President shall maintain a list of individuals holding Trustee Emeritus status.

Adopted 06/23/2020

Amended

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.2. POLICY 930 – POST RETIREMENT INCENTIVE – NON-BARGAINING UNIT EMPLOYEES – REVISED – FIRST READING

Policy 930 – Post Retirement Incentive - Non-Bargaining Unit Employees is presented for revised first reading. The revisions to this policy align with the 2030 Strategic Plan and the Total Rewards Philosophy.

The policy revisions have been reviewed by the College’s legal counsel and shared governance system.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

6. PRESENTATION OF POLICIES AND OBJECTIVES (CONTINUED)

930 **NON-BARGAINING UNIT STAFF POST RETIREMENT INCENTIVE PROGRAM—NON-BARGAINING UNIT EMPLOYEES**

The College of Lake County provides a post retirement incentive award (“Award”) to promote sufficient transition planning. This Award, which is not considered pensionable earnings, but is subject to mandatory withholdings, recognizes each full year of service to the College at an amount ~~not less than of~~ Three-Hundred and Fifty Dollars (\$350.00) ~~which will be determined by the President or designee,~~ subject to Board approval. To be eligible for the Award, the full-time, non-bargaining unit employee must meet the following eligibility criteria:

1. At the time of retirement, the employee must have completed at least fifteen (15) or more full years of continuous full-time service **time** as a Board-appointed employee at the College of Lake County.
 - a. An approved unpaid leave of absence is not considered an interruption of service.
 - b. The time an employee is on an approved unpaid leave of absence does not count toward ~~years of~~ service **time**.
 - c. ~~Unused health leave of two-thousand and eighty (2,080) hours (equivalent to one full year) may count as service time for purposes of qualifying for the Award. This unused health leave will not be included in the Award calculation. Unused health leave balances of one full year shall count as service time for purposes of qualifying for this incentive award; however,~~
 - d. Service time purchased under a reciprocal system or other service time purchase program shall not count as service time for purposes of qualifying for this Award.
2. ~~The employee must be actively working and employed by the College in a full-time capacity during the final ninety (90) calendar days leading up to their approved retirement date.~~
- 2.3. At the time of retirement, the employee must meet the retirement eligibility criteria under the State Universities Retirement System (SURS).

~~An eligible Non-bargaining unit employees shall submit their irrevocable, written notice of retirement to their supervisor and Human Resources at least one (1) year prior to the date that the employee plans to retire. The maximum notice period that may be provided to qualify for the Award is two (2) years. application in writing to Human Resources two (2) years prior to the date the non-bargaining unit employee plans to retire, unless otherwise specifically approved by the Board. Once approved by the Board, the employee’s retirement decision is irrevocable; however, if the employee’s application has been approved by the Board, the employee may submit a one-time request for an earlier retirement date, subject to Board approval, provided the earlier date~~

6. PRESENTATION OF POLICIES AND OBJECTIVES (CONTINUED)

~~gives at least three (3) months' notice, the written transition plan has been submitted, and the employee continues to meet the eligibility requirements described in items 1 and 2 above.~~

~~A written transition plan must be completed by the employee for revision and final approval by their, and his or her supervisor within a reasonable period of time following Board approval of the retirement date., for approval by the Executive Director of Human Resources or designee after the application for retirement has been approved by the Board.~~

The College and employees recognize the importance of minimizing the potential for exceeding the statutory cap on end-of-career earnings' increases. The Award will be reduced by the amount of any employer contribution assessed by SURS for an employee whose reportable earnings exceeded the applicable statutory cap during their Final Rate of Earnings ("FRE") period.

The Award is payable on the ~~first payroll~~ date following the one-year anniversary of the employee's retirement date, or sooner, as decided by the College. ~~A beneficiary form for the Award must be completed following Board approval of the retirement date. If the employee dies after their retirement date and prior to payment of the Award, any payment that would have been made to the employee shall be paid to the beneficiary on a date determined by the College.~~

Adopted 11/18/15
Amended 9/25/18
Amended 9/24/19
Amended 6/23/2020
Amended

6. PRESENTATION OF POLICIES AND OBJECTIVES

6.3. POLICY 932 – SURS ANNUITANT RETURN TO WORK AND EMPLOYMENT POLICY – REVISED – FIRST READING

Policy 932 – SURS Annuitant Return to Work and Employment Policy is presented for revised first reading. The revisions to this policy provide clarity for eligible employees who may wish to re-apply to available part-time faculty roles at the College following retirement.

The policy revisions have been reviewed by the College’s legal counsel and shared governance system.

Recommended changes are highlighted in red and reflect changes presented as the First Reading. No action will be taken at this time.

6. PRESENTATION OF POLICIES AND OBJECTIVES (CONTINUED)

932 ~~SURS ANNUITANT RETURN TO WORK AND RETIREE EMPLOYMENT POLICY~~

Pursuant to 40 ILCS 5/15-139.5, the College of Lake County may be required to pay to the SURS (“State Universities Retirement System”) (“SURS”) an amount equal to the annual annuity of an SURS Annuitant Retiree who is a College employee, when ~~the Annuitant’s salary earnings exceeds~~ certain threshold amounts. To avoid the possibility that the College could incur this SURS penalty, this Policy is intended to limit the employment of SURS Annuitants Retirees and ~~ensure that Annuitants and employees keep the College informed of their SURS status and of any change in their SURS status.~~ clarify eligibility and conditions of post-retirement re-employment.

Definitions

The following definitions apply to terms in this Policy:

- “SURS” refers to the Illinois State Universities Retirement System.
- An ~~“SURS Annuitant”~~ “Retiree” is any individual ~~receiving any retirement annuity from SURS.~~ receiving SURS retirement benefit payments and is re-employed by the College.
- An “Affected Annuitant” is a SURS annuitant (1) whose annual earnings in any SURS academic year ~~beginning September 1, 2013,~~ from the College or any other SURS-covered employer, either individually or collectively, exceed 40% of the SURS Annuitant’s pre-retirement highest annual earnings and (2) whose annualized retirement annuity is equal to, or greater than, \$10,000.
- An ~~“SURS Academic Year”~~ begins on September 1 and ends on August 31.
- ~~“Extended service” for part-time adjunct faculty is defined as Good Faith Offer (GFO) status as outlined in the applicable collective bargaining agreement for bargaining unit retirees or the GFO-service equivalent for non-bargaining unit retirees.~~

Eligibility and Conditions

~~Effective February 25, 2015,~~ The College of Lake County will not hire, employ, or continue to employ any person who has retired from the College of Lake County or any SURS employer, except in the limited circumstances set out below.

- A. Full-time ~~College of Lake County employees who retire faculty working as an instructor or librarian at the time of retirement from the College as a full-time employee~~ may be considered for post-retirement re-employment in limited instructional ~~or, librarian or~~

6. PRESENTATION OF POLICIES AND OBJECTIVES (CONTINUED)

~~counseling~~ capacities ~~including as a Professor Emeritus as outlined in the applicable collective bargaining agreement~~, so long as their post-retirement SURS-earnings will not cause them to become “Affected Annuitants.”

~~B. SURS Annuitants who have not retired from the College as a full-time employee and who are currently employed as a~~ Active part-time adjunct faculty ~~as of February 25, 2015~~, with extended service at the time of retirement may be considered for ~~continued~~ post-retirement re-employment in ~~limited~~ instructional, ~~or~~ librarian ~~or counseling~~ capacities so long as their post-retirement SURS earnings will not cause them to become “Affected Annuitants.” ~~After February 25, 2015, the College will not hire or employ any new or additional SURS Annuitants other than those Annuitants described in A. above.~~

~~C. The College will not hire or employ any new or additional retirees from other SURS employers.~~

~~C. D. Employment of any A SURS Annuitant Retiree who is re-employed by the College~~ is subject to the following conditions:

- ~~1. The Annuitant SURS Retiree~~ must not earn more than 80% of the individual and employer SURS academic year maximum earning limits;
- ~~2. The Annuitant SURS Retiree~~ must regularly, and as often as the College may request, promptly provide all certifications, documentation, and necessary releases, regarding ~~the Annuitant’s~~ SURS earnings and employment;
- ~~3. The Annuitant SURS Retiree~~ must not be employed in any capacity by any other SURS employer. ~~and submit an affidavit to that effect. The Annuitant must advise the Director of Human Resources in writing before becoming employed by any other SURS employer.~~
- ~~4. Failure to comply with eligibility and conditions for re-employment will lead to disciplinary action up to including termination of employment.~~

~~D. Every new applicant must complete a “Statement of SURS Annuity Status” form and immediately advise the College if the applicant or employee:~~

- ~~a. Is a SURS Annuitant;~~
- ~~b. Has applied for retirement under SURS;~~
- ~~c. Becomes a SURS Annuitant; or~~

6. PRESENTATION OF POLICIES AND OBJECTIVES (CONTINUED)

~~d. Becomes a SURS-Affected Annuitant.~~

- E. SURS ~~Annuitants, SURS-Affected Annuitants, applicants and employees~~ Retirees who are re-employed by the College, will be advised in writing that pursuant to Public Act 97-0968, falsification of the information contained in SURS Annuity Status forms is considered a Class A misdemeanor and will result in discipline up to and including termination of employment. Also, to the extent permitted by law and policy, the College will impose a financial penalty, including, but not limited to, recoupment of fees and penalties charged to the College by SURS.
- F. Where needed to address compelling instructional or operational needs, as determined by the President or designee, the College may allow exceptions to these ~~return-to-work~~ re-employment limitations for SURS ~~Annuitants~~ Retirees who are not, and will not become, "Affected Annuitants." ~~Such exceptions must be approved in writing by the Provost and the Vice President of Administrative Affairs.~~
- ~~G. The Vice President of Administrative Affairs or designee will develop procedures to implement the terms of this policy.~~

Adopted 02/24/2015

Amended